

STIOffice – Quick Entry/Edit

About Quick Entry/Edit

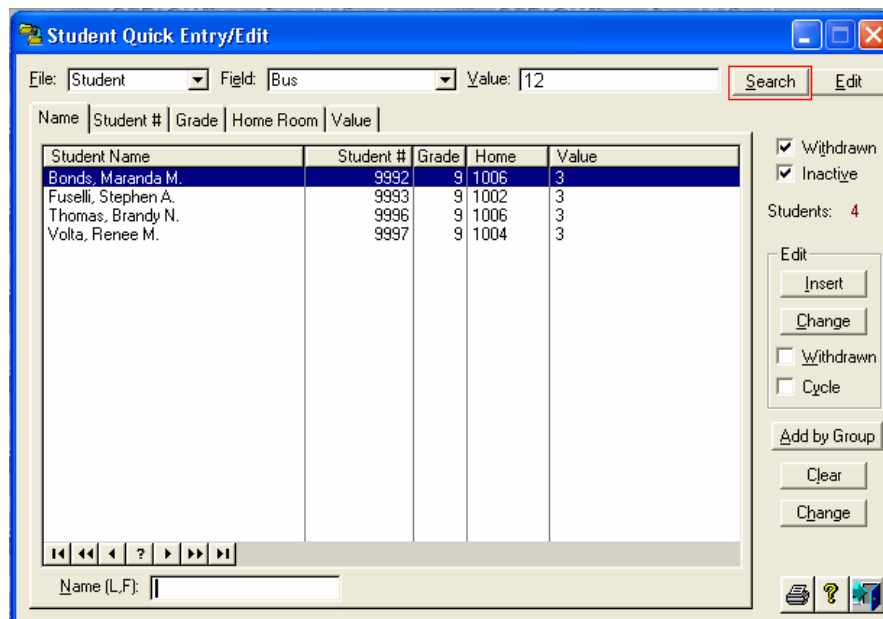
This utility provides options to **mass-edit** (enter information for multiple students all at once) or **delete** information contained within the *Student*, *Guardian*, *Medical* and *User File* fields in STIOffice. To do this, perform the steps described below.

Basics

- Go to **Students | Quick Entry/Edit**.
- **File**: Click on the drop-down list to select the file to modify or search.
- **Field**: Click on the drop-down list to select the field to modify or search.
- **Value**: Enter the value for which to search, if applicable.

Example – File: *Student* Field: *Bus* Value: *3*

- Click **Search** to list all students who fit the parameters entered above. In the above example, clicking **Search** will result in a list of all students assigned to *Bus 3*. See screen shot below.



- Tabs across the top allow the user to sort the list by *Name*, *Student #*, *Grade* or *Home Room* order.
- If Withdrawn and Inactive students are to be included in this list, check the checkboxes *Withdrawn* and *Inactive*.
- The *Cycle* checkbox allows user to select multiple students quickly without having to exit the student list. If only working with a few students, clicking *Cycle* is not necessary.

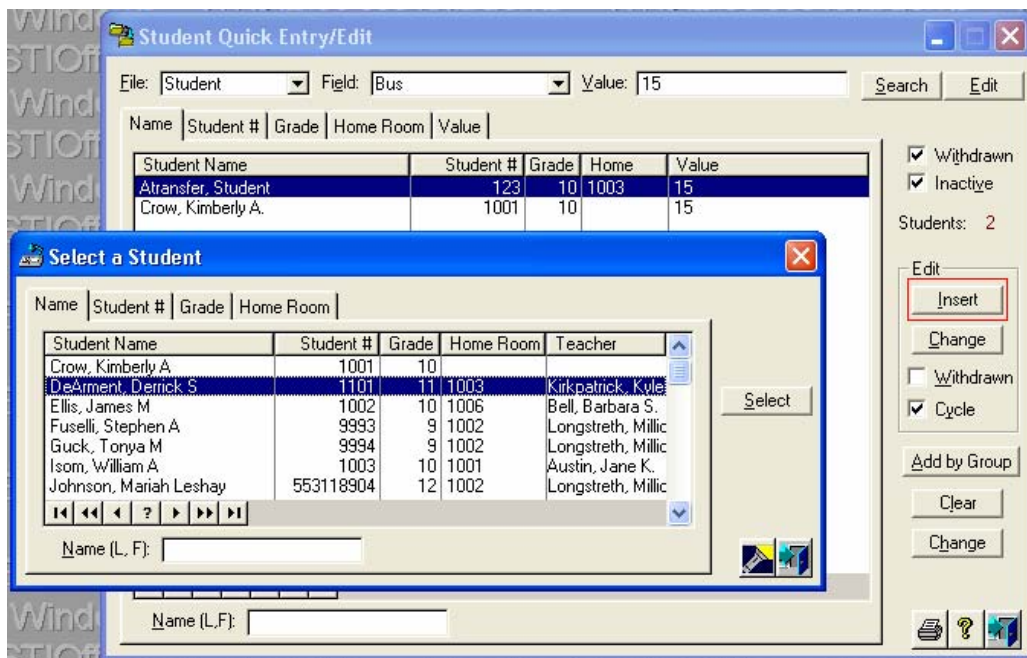
Inserting Information

After selecting the above items, perform the following steps to insert information into a specific file or field for one or more students:

- Click **Insert**. A list of all students in the school will appear.
- Highlight a student and click **Select**, or simply double-click on any student, to assign the value specified above.

Example: Assign the student to *Bus 15*.

- If using the cycling feature: After selecting or double-clicking on a student, the *All Students* list returns. Continue making selections as needed.



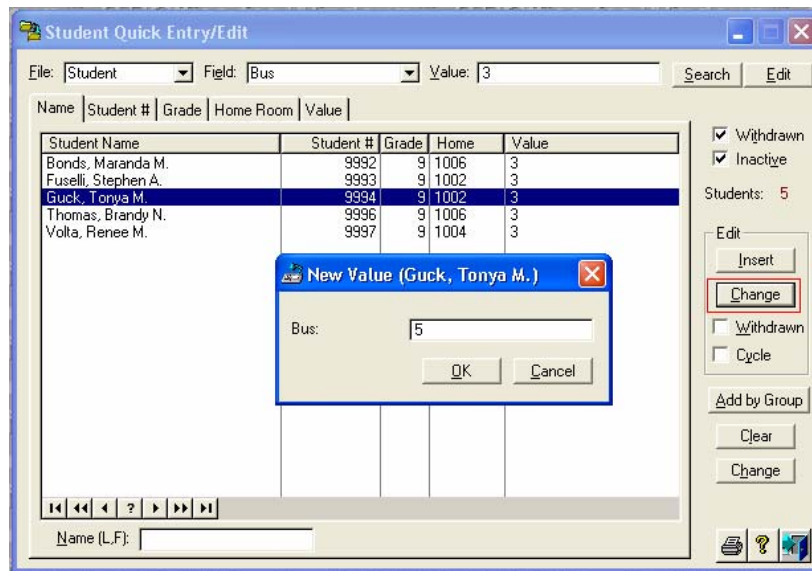
Changing Information

To change the *Value* in student records, perform the following steps:

- Select the *File* and *Field* to change.
- Leave the *Value* and click **Search** to find students with no current value in the selected field. Enter a value if you wish to change student(s) in an existing value to a new value, and click **Search**. The appropriate list of students will be displayed.

One Student

- Highlight the student to change.
- Click **Change** in the far right middle of the screen.
- Enter the new value.
- Click **OK**.
 - Example: Changing a Student's bus number



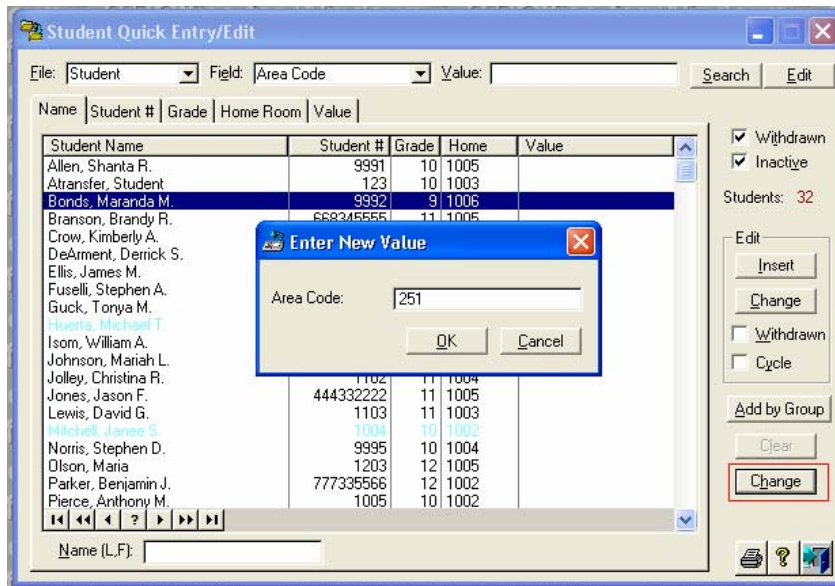
All Students on the List

To change all students' values in your list at one time with one procedure, perform the following steps:

- Click the **Change** button in the lower right section of the screen (see the screen shot below).
- Enter the new value.
- Click **OK**.

Note: If you do not enter a new value and click **OK**, all students in the list will receive a blank value for the selected field.

- Example: Changing area code of every student in the list to 251.



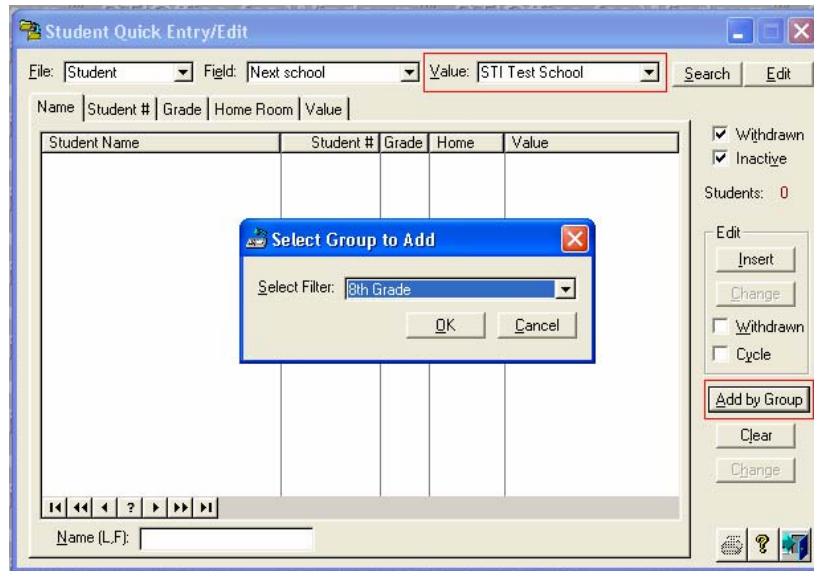
Add by Group

To change the *Value* for students in a group, perform the following steps:

- Select the *File* and *Field* to change.
- Enter the new *Value* to change and click **Search**.
- Click the **Add by Group** button
- Select the filter and click **OK**.

Note: Clicking **OK** will automatically give the new *Value* selected in the second step above to all students within the selected group.

- Example: Change 8th grade students *Next School* to the entered value of *STI Test School*.



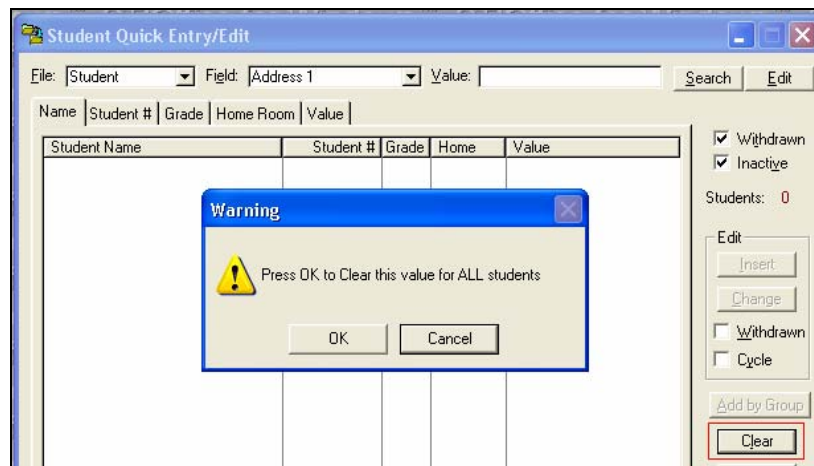
Clear

To clear a value for a selected list of students, perform the steps below.

(Warning!) Be very careful when using the **Clear** button. Data for all students could be erased.)

Example: If *File* reads *Student*, *Field* reads *Address 1*, the *Value* is empty and the **Clear** button is clicked, all student addresses will be DELETED. The only way to rectify this action if such an outcome was not desired would be to restore addresses from a data backup. The same is true for ANY data if the *Value* field is left blank and the **Clear** button is clicked. See screen shot below.

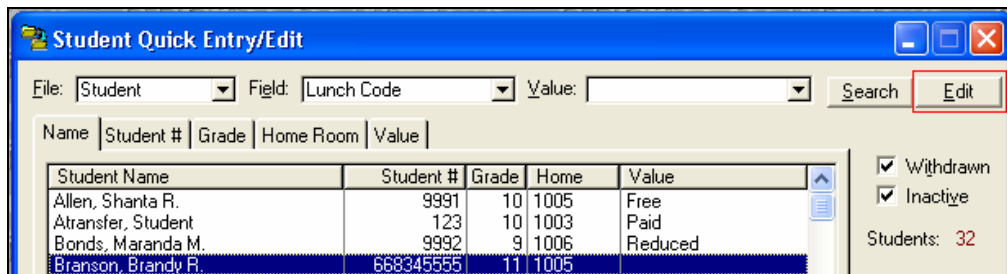
- Fill in the *File*, *Field*, and *Value* and click **Search**.
- Click the **Clear** Button.
- Click **OK** to clear this value for all students displayed in the list.



Editing Information

To edit a selected field, perform the following steps:

- Use the drop-down lists to select the *File* and *Field* to modify.
- Click the **Edit** button.
- All students will be listed onscreen, with the *Value* of the selected *Field* displayed for each student. This will allow the user to edit all student records, regardless of whether any data has been entered for the selected field. The space under the *Value* column will be blank if no data has been entered. See screen shot below
- Highlight a student in the list and click **Change**. In the pop-up window, enter the new information.
- If you wish to change the value for all students, check the *Cycle* box before you click the **Change** button. This will enable you to proceed rapidly down the list.



The screenshot shows a window titled "Student Quick Entry/Edit". At the top, there are three dropdown menus: "File:" with "Student" selected, "Field:" with "Lunch Code" selected, and "Value:" which is empty. To the right of these are "Search" and "Edit" buttons. Below the dropdowns is a table with columns: "Name", "Student #", "Grade", "Home Room", and "Value". The table contains the following data:

Name	Student #	Grade	Home Room	Value
Allen, Shanta R.	9991	10	1005	Free
Atransfer, Student	123	10	1003	Paid
Bonds, Maranda M.	9992	9	1006	Reduced
Branson, Brandy R.	668345555	11	1005	

To the right of the table, there are two checked checkboxes: "Withdrawn" and "Inactive". Below these is the text "Students: 32". The "Edit" button is highlighted with a red box.